

Opportunity Title:	Recovery Act - State Labor Market Information Improve
Offering Agency:	Employment and Training Administration
CFDA Number:	17.275
CFDA Description:	Competitive Grants for Worker Training and Placement in
Opportunity Number:	SGA-DFA-PY-08-17
Competition ID:	
Opportunity Open Date:	06/24/2009
Opportunity Close Date:	08/14/2009
Agency Contact:	Willie Harris E-mail: Harris.Willie@dol.gov Phone: 202-693-3344

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: Delaware Department of Labor

Mandatory Documents

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

Application for Federal Assistance (SF-424)
Project Narrative Attachment Form
Budget Narrative Attachment Form
Budget Information for Non-Construction Program

Optional Documents

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

Attachments
Faith Based EEO Survey
Disclosure of Lobbying Activities (SF-LLL)

Instructions

- 1** Enter a name for the application in the Application Filing Name field.

 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the ==> button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- 3** Click the "Save & Submit" button to submit your application to Grants.gov.

 - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Application for Federal Assistance SF-424		Version 02
<div style="display: flex; justify-content: space-between;"><div style="width: 30%;">* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application</div><div style="width: 30%;">* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision</div><div style="width: 35%;">* If Revision, select appropriate letter(s): <div style="border: 1px solid black; height: 15px; width: 100%;"></div> * Other (Specify) <div style="border: 1px solid black; height: 15px; width: 100%;"></div></div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 30%;">* 3. Date Received: <div style="border: 1px solid black; padding: 2px;">Completed by Grants.gov upon submission.</div></div><div style="width: 65%;">4. Applicant Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div></div></div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">5a. Federal Entity Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div></div><div style="width: 50%;">* 5b. Federal Award Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div></div></div>		
State Use Only:		
<div style="display: flex; justify-content: space-between;"><div style="width: 30%;">6. Date Received by State: <div style="border: 1px solid black; height: 15px; width: 100%;"></div></div><div style="width: 65%;">7. State Application Identifier: <div style="border: 1px solid black; height: 15px; width: 100%;"></div></div></div>		
8. APPLICANT INFORMATION:		
* a. Legal Name: <div style="border: 1px solid black; padding: 2px;">Delaware Department of Labor</div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">* b. Employer/Taxpayer Identification Number (EIN/TIN): <div style="border: 1px solid black; padding: 2px;">51-6000279</div></div><div style="width: 50%;">* c. Organizational DUNS: <div style="border: 1px solid black; padding: 2px;">809851058</div></div></div>		
d. Address:		
<div style="display: flex; justify-content: space-between;"><div style="width: 15%;">* Street1:</div><div style="border: 1px solid black; padding: 2px;">4425 North Market Street</div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 15%;">Street2:</div><div style="border: 1px solid black; height: 15px; width: 100%;"></div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 15%;">* City:</div><div style="border: 1px solid black; padding: 2px;">Wilmington</div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 15%;">County:</div><div style="border: 1px solid black; height: 15px; width: 100%;"></div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 15%;">* State:</div><div style="border: 1px solid black; padding: 2px;">DE: Delaware</div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 15%;">Province:</div><div style="border: 1px solid black; height: 15px; width: 100%;"></div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 15%;">* Country:</div><div style="border: 1px solid black; padding: 2px;">USA: UNITED STATES</div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 15%;">* Zip / Postal Code:</div><div style="border: 1px solid black; padding: 2px;">19802</div></div>		
e. Organizational Unit:		
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">Department Name: <div style="border: 1px solid black; padding: 2px;">Labor</div></div><div style="width: 50%;">Division Name: <div style="border: 1px solid black; padding: 2px;">Labor Market Information</div></div></div>		
f. Name and contact information of person to be contacted on matters involving this application:		
<div style="display: flex; justify-content: space-between;"><div style="width: 30%;">Prefix: <div style="border: 1px solid black; padding: 2px;">Mr.</div></div><div style="width: 65%;">* First Name: <div style="border: 1px solid black; padding: 2px;">George</div></div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 30%;">Middle Name: <div style="border: 1px solid black; height: 15px; width: 100%;"></div></div><div style="width: 65%;">* Last Name: <div style="border: 1px solid black; padding: 2px;">Sharpley</div></div></div> <div style="display: flex; justify-content: space-between;"><div style="width: 30%;">Suffix: <div style="border: 1px solid black; height: 15px; width: 100%;"></div></div><div style="width: 65%;">Title: <div style="border: 1px solid black; padding: 2px;">Acting Director</div></div></div>		
Organizational Affiliation: <div style="border: 1px solid black; padding: 2px;">Office of Labor Market Information</div>		
<div style="display: flex; justify-content: space-between;"><div style="width: 45%;">* Telephone Number: <div style="border: 1px solid black; padding: 2px;">302-761-8060</div></div><div style="width: 50%;">Fax Number: <div style="border: 1px solid black; padding: 2px;">302-761-6598</div></div></div>		
* Email: <div style="border: 1px solid black; padding: 2px;">George.Sharpley@state.de.us</div>		

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Employment and Training Administration

11. Catalog of Federal Domestic Assistance Number:

17.275

CFDA Title:

Competitive Grants for Worker Training and Placement in High Growth and Emerging Industry Sectors

* 12. Funding Opportunity Number:

SGA-DEA-PY-08-17

* Title:

Recovery Act - State Labor Market Information Improvement Grants

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Delaware -- Statewide

* 15. Descriptive Title of Applicant's Project:

Delaware Green Jobs Initiative

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="889,404.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="889,404.00"/>

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- ☒ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

Project Narrative File(s)

* Mandatory Project Narrative File Filename:

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

Delete Optional Project Narrative File

View Optional Project Narrative File

Budget Narrative File(s)

* Mandatory Budget Narrative Filename:

Add Mandatory Budget Narrative

Delete Mandatory Budget Narrative

View Mandatory Budget Narrative

To add more Budget Narrative attachments, please use the attachment buttons below.

Add Optional Budget Narrative

Delete Optional Budget Narrative

View Optional Budget Narrative

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Data Collection and Dissemination	17.275	\$ 889,404.00	\$	\$	\$	\$ 889,404.00
2.						
3.						
4.						
5. Totals		\$ 889,404.00	\$	\$	\$	\$ 889,404.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Data Collection and Dissemination	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel	1,200.00				1,200.00
d. Equipment					
e. Supplies	50,000.00				50,000.00
f. Contractual	838,204.00				838,204.00
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)	889,404.00				889,404.00
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$ 889,404.00	\$	\$	\$	889,404.00
7. Program Income	\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8.	\$	\$	\$	\$	
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)	\$	\$	\$	\$	

SECTION D - FORECASTED CASH NEEDS				
Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal \$ 592,936.00	\$ 148,234.00	\$ 148,234.00	\$ 148,234.00	\$ 148,234.00
14. Non-Federal \$				
15. TOTAL (sum of lines 13 and 14) \$ 592,936.00	\$ 148,234.00	\$ 148,234.00	\$ 148,234.00	\$ 148,234.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$ 296,468.00	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$ 296,468.00	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	
22. Indirect Charges:	
23. Remarks:	

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

Survey on Ensuring Equal Opportunity For Applicants

OMB No. 1890-0014 Exp. 2/28/2009

Purpose:

The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

Instructions for Submitting the Survey

If you are applying using a hard copy application, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant's (Organization) Name:	Delaware Department of Labor
Applicant's DUNS Name:	809851058
Federal Program:	Recovery Act - State Labor Market Information Improvement Grants
CFDA Number:	17.275

1. Has the applicant ever received a grant or contract from the Federal government?
☐ Yes ☐ No
2. Is the applicant a faith-based organization?
☐ Yes ☐ No
3. Is the applicant a secular organization?
☐ Yes ☐ No
4. Does the applicant have 501(c)(3) status?
☐ Yes ☐ No
5. Is the applicant a local affiliate of a national organization?
☐ Yes ☐ No
6. How many full-time equivalent employees does the applicant have? (Check only one box).
☐ 3 or Fewer ☐ 15-50
☐ 4-5 ☐ 51-100
☐ 6-14 ☐ over 100
7. What is the size of the applicant's annual budget? (Check only one box.)
☐ Less Than \$150,000
☐ \$150,000 - \$299,999
☐ \$300,000 - \$499,999
☐ \$500,000 - \$999,999
☐ \$1,000,000 - \$4,999,999
☐ \$5,000,000 or more

Survey Instructions on Ensuring Equal Opportunity for Applicants

OMB No. 1890-0014 Exp. 2/28/2009

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this

information collection is **1890-0014**. The time required

to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: The Agency Contact listed in this grant application package.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB

0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/> Congressional District, if known: <input type="text"/>		
5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: 		
6. * Federal Department/Agency: <input type="text"/>	7. * Federal Program Name/Description: <input type="text" value="Competitive Grants for Worker Training and Placement in High Growth and Emerging Industry Sectors"/> CFDA Number, if applicable: <input type="text" value="17.275"/>	
8. Federal Action Number, if known: <input type="text"/>	9. Award Amount, if known: \$ <input type="text"/>	
10. a. Name and Address of Lobbying Registrant: Prefix <input type="text"/> * First Name <input type="text"/> Middle Name <input type="text"/> * Last Name <input type="text"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
b. Individual Performing Services (including address if different from No. 10a) Prefix <input type="text"/> * First Name <input type="text"/> Middle Name <input type="text"/> * Last Name <input type="text"/> Suffix <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/>		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. * Signature: <input type="text" value="Completed on submission to Grants.gov"/> * Name: Prefix <input type="text"/> * First Name <input type="text"/> Middle Name <input type="text"/> * Last Name <input type="text"/> Suffix <input type="text"/> Title: <input type="text"/> Telephone No.: <input type="text"/> Date: <input type="text" value="Completed on submission to Grants.gov"/>		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

Labor Market Information Improvement Grants Abstract

Delaware Department of Labor: Delaware Green Jobs Initiative

The Delaware Green Jobs Initiative builds on the strengths and unique aspects of Delaware, its LMI system and its partners. The project will encompass all of the state; managed by the DOL, Office of Occupational & Labor Market Information (OOLMI) and in partnership with the University of Delaware, Center for Applied Demography and Survey Research (CADSR). This partnership provides the experience and resources needed to develop meaningful information for Delaware on the green economy, occupations, skill sets needed for the new workforce and an analysis of variables such as wages, potential growth, and educational/training availability to ready job-seekers to take advantage of this new economy.

The project consists of five distinct but related initiatives: 1) developing an occupation-industry-skill matrix; 2) conducting a survey of employers to determine hiring, training and need for green jobs; 3) conducting a survey of workforce attributes such as education, training, job skills applicable to green jobs; 4) surveying educational and training providers to identify current training opportunities and need for new courses and; 5) developing an understanding of the impact of green jobs on Delaware's economy, demand for jobs, change within sectors, and public policy considerations.

The information will be used by a wide range of stakeholders: the WIB and State Energy Sector Partnership Workgroup, One-Stops, career and technical schools, the Office of Economic Development, and a whole host of private sector profit and non-profit organizations.

The LMI Improvement Grant total request is: \$889,404.

1. Statement of Need

Delaware has an excellent foundation of labor market research and statistical reporting on current industry and job market opportunities, as well as occupation and industry projections to 2016. The Office of Occupational and Labor Market Information (OOLMI) in the Department of Labor primary responsibility is to collect raw occupational and labor market data and translate it into concise workforce, employment, economic and demographic analyses. OOLMI accomplishes its objectives through continuing research and publication of information to aid industries, employers and job-seekers. Delaware also has an outstanding demographic research and survey capability through the University of Delaware, Center for Applied Demography and Survey Research. OOLMI and CADSR have conferred on numerous research ideas and projects to benefit the state.

These efforts, however, have not included defining, gathering or analyzing any information as it pertains to green industries or green jobs. Our current state budget crisis eliminates any opportunity to expand our existing activities to include a focus on green jobs and green economy.

The Delaware Economic Development Office is working to identify, grow, and attract new green businesses in the state. We are applying for an ARRA grant through the State Energy Sector Partnership and Training program. We have identified four industry sectors of priority interest: offshore wind, sustainable/green chemistry, advanced transportation (vehicle-to-grid and hydrogen fuel cells) and high efficiency solar. At this time, however, information on the green aspects of these industries is anecdotal; we have no data on these industries (or any other that may be considered

green industries), the potential for growth, nor the job demand, potential wages, or training and education requirements.

While most recent forecasts indicate that Delaware is projected to have just over 46,000 more jobs in 2016 than in 2006, this projection was completed before the most recent economic crisis hit the nation and the state. Delaware, much like the rest of the nation is facing an unemployment rate of 8.4 percent. Many people have relied on a few concentrated industries for employment that are now collapsing in the current economic situation. Delaware has experienced the complete closing of two major auto plants (Chrysler and GM); seen the merger of financial services institutions (a major industry in the state) that has caused the loss of thousands of jobs, and; witnessed the credit card industry shrinking and cutting jobs.

Delaware's long-time primary industries – finance and insurance – are not projected to grow substantially. Growth is expected, however, to be distributed across a few key industries that may or may not have a green component. The opportunity provided through this grant funding will allow the state to begin to establish: the number of jobs currently available directly in green industries or within existing industries that can be considered green jobs; the wages paid for these green jobs; the education and training requirements needed to obtain a green job, the ability of the existing training and education system to prepare workers for these jobs, and; projections of demand for these jobs in the near future.

2. Strategic Partnerships and Organizational Capacity

The Delaware Department of Labor, Office of Occupational and Labor Market Information (OOLMI) will be the lead, responsible for all aspects of this project. OOLMI currently has a manager and seven staff who compile and analyze employment data for the state and meet all BLS requirements.

In addition, the design and eventual implementation of this project is the result of a wide and diverse collaboration anchored by the Delaware Workforce Investment Board. The DE WIB is composed of: public sector representatives in both the executive and legislative branch of government, businesses, trade associations and union leaders, and key educational institutions, including the community and technical college systems. The WIB has contributed to the design of the research, identification of outcomes required from each of their unique perspectives, and will be consulted to ensure data, analysis and deliverables meet their information needs. Also, as part of the Energy Sector Partnership grant, Delaware is establishing a State Energy Partnership group to advise the state on all aspects of energy jobs, occupations, industries, possible growth, and training and education requirements. The SESP will use the data developed in this initiative to advance the planning and implementation of education, training, economic development and support services for Delaware green industries.

OOLMI will partner with the University of Delaware, Center for Applied Demography & Survey Research. OOLMI and CADSR have worked together to survey and report on a number of demographic and employment studies in the state. We will build on that relationship and tap the expertise of each organization for the most beneficial results.

Finally, OOLMI has had numerous discussions with our regional partners in Pennsylvania and New Jersey. We will continue to pursue such partnerships and refine data and analysis as this regional partnership comes together.

3. Strategy and Project Work Plan

The results of the data reviews, surveys and analysis conducted under this grant will provide several key benefits. It will provide information that can be used to:

- Provide valuable information to policymakers to understand the challenges and opportunities facing businesses, job-seekers and the education/training system in the creation and expansion of green industries.
- Support the work of the Delaware Department of Labor, Workforce Investment Board, One-Stops, and JobLink systems.
- Improve information available to job seekers by identifying training and education requirements and available courses. Delaware has produced an excellent guide for job seekers that is available online: *The Delaware Career Compass*. This has been a resource guide to help job seekers make informed choices about careers, education and training for current and growth industries in the state. This guide will be updated to include green jobs information.
- Support the workforce training and technical education systems to improve, increase and target training, certificate programs and other educational courses to ready job seekers for green jobs employment.
- Support the Delaware Economic Development Office to work with businesses to grow and/or locate in Delaware.

Delaware Green Jobs Initiative will use a variety of research and survey methodologies to collect, analyze and validate labor market data. As noted below, either OOLMI or CASDR are tasked with responsibility for each activity.

Delaware Department of Labor, Office of Occupational and Labor Market Information will manage the project, including working closely with CASDR on activities to be conducted by CASDR. Activities to be conducted by OOLMI include:

- Building industry-occupation matrices in 3-digit levels for a time series analysis for years 2000 – 2009. These matrices will be analyzed in conjunction with CADSR's national and regional research using similar data.
- Modeling Quarterly Census of Employment and Wages (QCEW) time series data for employers in Delaware focusing on wages and occupations, including potentially a substitution model for occupations with similar skill sets.
- Collaborating with CADSR on the REMI dynamic impact modeling (described below) with respect to changing occupation and green job mixes.
- Work with CADSR to design and conduct focus groups of companies likely to produce green jobs. These discussions will help focus research objectives for a wider survey of employers.
- Assisting in the design and analysis of information from employer focus groups, review of white papers and reports resulting from the research
- Disseminating information, including participating in a policy forum focusing on green economic development and job creation that will be held at the University of Delaware (explained below).

University of Delaware, Center for Applied Demography and Survey Research will conduct several separate but related surveys and analysis of data. These include:

- The first part of this research will address the link between skills and energy efficiency. We begin with a retrospective look at energy efficiency for different industries over time. Of particular interest will be the change in the occupational composition by those industries that improved their energy efficiency. Each occupation possesses a different set of skills, so the skills required in a given industry will change with the composition of its workforce. If the changes in skills closely follow the improvements in energy efficiency, this will reveal the underlying labor demand in those industries that have proven themselves to be green.

This part of the project will be useful on many fronts. First, it will help establish those labor market skills that were actually important to greening industries. By linking actual occupational composition to real measures of performance, this research could uncover important skills that may not be revealed in a survey or in a predefined list of green occupations. Second, these activities will assist in multiple aspects of designing the employer survey, from generating the survey questions to identifying which industries to sample. Thirdly, this research may provide important educational and training strategies for the state by understanding which labor market skills were important in the past to compare to what is now significant. Finally, this research will yield occupational composition data that will be incorporated into a simulation of the Delaware economy (discussed below).

- The second part of the research is to understand the pipeline in Delaware for people seeking the skills required by firms in green industries. All secondary and post secondary institutions along with institutions offering continuing adult education in Delaware will be contacted to identify programs that have a component preparing their participants to obtain skills determined in the first two parts of the research. The institutional contacts will be asked to provide program contacts (program directors or program administrator). This initial data collection will be supplemented by local knowledge of educational programs across Delaware. Program directors will be asked to identify the length of program, if courses are offered in the evenings and on weekends. Also, information on graduation rates, percentage increase of enrollment, ability to accommodate all applicants, ability to fill faculty positions and plans for expanding the capacity of existing programs. An attempt will also be made to classify the programs based on the proportion of “green” components in the curricula in the program. Also, program directors will be asked to identify the jobs that their graduates are most likely to obtain after graduating from their program. Combining this information with that obtained by employers, strategic decisions can be made for curriculum development.

Survey results will be aggregated and presented to OOLMI, the WIB and SESP to help policymakers assess the adequacy of the current training and educational system in the state to prepare a green workforce, as well as to identify where new resources should focus for expansion.

- The third part of the research will address green businesses. How are firms responding to green initiatives? What are the key factors driving their decision-making? How competitive is the industry and what is the consumer demand for green products? Another area focuses on the business as an employer. What type of jobs are available that are related to energy/environmental concerns? How many current vacancies are there? What is the nature of the skills that are currently in demand? How important is this to their business? What are the firm's experiences with finding and hiring people with these skills? These broad questions will be administered through an employer survey.

The survey will be conducted using random digit dialing (RDD), supplemented with a cell phone sample following the protocol required by the US Centers for Disease Control and Prevention (CDC) for monthly surveys currently conducted by CADSR for the State of Delaware.

Several focus groups organized by industry sectors will be conducted in the early stages to make sure the research is current and reality based. The development of the survey instrument and deployment protocol will require extensive drafting and pretesting to achieve the required reliability and validity. To the extent that ETA or BLS has already fielded instruments, we would follow their lead.

The information obtained in this research will allow policymakers to better understand the demand for green goods and services as well as the resulting labor demand. Coupled with information from the employee survey (see below), we will be able to identify important areas for consideration in the design and implementation of the workforce system. This section will also provide key labor

demand parameters which will enable the regional economic forecasting model to estimate the impact of the green jobs initiative on the larger Delaware economy.

- The fourth part of the research focuses on employees, which are crucial to the long run success of this program's objectives. Relevant labor market information will initially be identified and gathered from the BLS's monthly Current Population Survey (CPS). Supplemental survey questions will be developed and administered to address any shortcomings of the CPS data.

The employee survey will predominantly focus on green job skills. For example, the questions will ask whether Delawareans are trying to obtain new skills, including green skills. For those currently employed, are they in a green job or industry? If not, is there a growing emphasis at their place of work on needed green skills? Finally, the questions will uncover if there is a significant wage premium to having green skills.

The answers to these questions should prove quite valuable to policy makers.

For example, this survey provides a link between the current job skills and other important characteristics of the labor market, such as demographics, labor force participation, and unemployment. This information will be vital for the ultimate objective of tailoring specific training programs to the state's workforce. It will also enable the training programs effectiveness to be predicted. Like the previous sections, information obtained in this survey will help parameterize the simulation of the Delaware economy.

- The final part of this research fits the individual pieces together in a comprehensive way by means of a regional economic simulation. Using parameters generated by the four previous stages of research, we will predict the effects of changing the demographics of the labor supply and its occupational composition (i.e. skills) as well as the anticipated shifts in industrial demand. This will be done under a variety of assumptions leading to different future scenarios. We will use the Delaware REMI model to analyze the economic impact of green jobs in Delaware. "Economic impact" refers to different important economic variables, including gross state product, unemployment, disposable personal income, etc.

The REMI Policy Insight model is a dynamic economic simulation model capable of estimating causal relationships. The model itself has hundreds of equations organized into five major blocks: Output and Demand, Labor and Capital Demand, Population and Labor Force, Wages-Prices-Costs, and Market Shares. Changes to policy variables are used to simulate the impact of a given policy over time measured against a baseline. It should be emphasized that this is not a simple input-output model with fixed multipliers. The multipliers vary with dynamic price and quantity adjustments in factor and product markets.

Economic impacts also change over time subject to wages, prices, and changes in the population and labor markets. This a general equilibrium model with feedback.

The REMI model is tailored to Delaware using data from the Bureau of Census, the Bureau of Economic Analysis, the Bureau of Labor Statistics and the Energy

Information Administration. The model is a regionalized version of a benchmarked national model. The region includes the three counties in Delaware, Cecil County MD, Delaware and Chester counties in PA combined, and the balance of the Delmarva Peninsula. There are thus six sub- regions in the model. The three Delaware counties will be the focus of the analysis.

All of the research, analysis and reports produced through this initiative will be presented at a statewide policy forum held at the University of Delaware.

Taken together, this initiative will inform the process of developing a strategic plan for encouraging the expansion of green jobs in the state and training people with the skills to take on these new opportunities.

Implementation and dissemination plan

Goal	Activities	Q1	Q2	Q3	Q4	Q5	Q6
Data Collection, Survey, Research and Analysis	• Design and conduct focus groups	X					
	• Model QCEW		X				
	• Build industry-occupation matrices		X				
	• Conduct REMI modeling				X		
Data Dissemination	• Produce special reports, white papers and other publications			X	X	X	X
	• Data files available on web				X		
	• Results of pipeline education/training survey available				X		
	• Skill progression data available for revision of career pathways publications, analysis of career certificate programs, career readiness				X		
	• Hold policy forum					X	
Related Research	• Occupational changes in green industries			X			
	• Results of regional analysis complete					X	
Labor Exchange	• Research results available to revise JobLink					X	

All data collection activities will conform to technical standards and methodologies established by BLS. While improvements to Delaware's JobLink system will be made to accommodate new coding and tracking information, no new information technology systems will be developed.

4. Deliverables

At the conclusion of data entry a codebook will be prepared with the frequency distribution of each question. Once the data set is considered clean and complete, a standard survey report will be prepared. It will include the methodology, the questionnaire, basic frequency distributions, and basic cross-tabulations for the two strata. This information and the dataset will then go to the project staff for further analysis and coordination with the other survey components. A second report will be prepared providing substantive conclusions.

Through this research, Delaware will be able to:

- Determine the number and type of jobs in the current workforce considered green – this will include jobs directly available in green industries such as energy efficiency or renewable energy industries, as well as green jobs within industry sectors such as jobs installing solar panels in the construction industry. It will also include the occupations in demand by those industries turning green.
- Identify current vacancies and potential for growth in all of these areas to assist the workforce system in placing workers in these jobs.
- Determine wages in general as well as those that meet good job criteria such as high wages with benefits.
- Identify the skills, training and education required for these jobs.

- Analyze the current education and training systems to determine what is available to meet training needs and what must be developed in order to meet growing demands and changes in competency and skill levels.
- Estimate the importance of green jobs to the larger Delaware economy.

Data Dissemination Activities

Policymakers, businesses, industry organizations, public and non-profit agencies, economic development agencies, all education and training institutions and all citizens will have ready access to the information gathered from the Delaware Green Jobs Initiative. This will be through numerous activities such as:

- Publishing special reports on green jobs that will be available on various web sites such as the Department of Labor, Delaware Works, and the Office of Economic Development.
- Creating brochures for use by One Stops to focus on job requirements, training and education, and availability of jobs in the green sector.
- Revising electronic information sites and *The Delaware Career Compass Guide* with specific information on green jobs.
- Incorporating concepts of green jobs into all career information systems.
- Disseminating information on green job career pathways and skill progression through various existing publications.
- Disseminating information on green-related career readiness certificates available.

Related Research Deliverables

The Delaware Green Jobs Initiative will result in state-specific and regional analyses of green jobs and educational resources for job seekers interested in pursuing such jobs. It will provide the basis for continuing investigation and refinement of information as both the state, possible regional collaboration and national research efforts unfold. The information will give employers an understanding of human capital available to them for business growth or location within Delaware, and; it will give the education and training network information on new or revised training needs for employees to meet green job requirements; it will give job-seekers information on career readiness certificates and training opportunities.

Enhance Labor Exchange Infrastructure

The modification to the coding system will allow Delaware DOL to provide information on green job openings to be posted on the JobLink system. JobLink will be able to be used for job seekers to post resumes and search the database for green job openings. In addition, DOL will be able to track and report on employment demand and applicant activity in seeking green jobs.

Budget Narrative**Delaware Green Jobs Initiative**

While the Delaware Department of Labor will oversee the Delaware Green Jobs Initiative, most work will be subcontracted to the University of Delaware, Center for Applied Demography & Survey Research.

OBJECT CLASS CATEGORIES**Personnel**

The Department of Labor's personnel will be contributed as leveraged resources.

Fringe Benefits

Not applicable.

Travel

Travel for two staff for two day training \$1,200
Includes round trip train fare, lodging and per diem.

In-state travel for OOLMI staff will be provided as in-kind contribution.

Equipment

No equipment will be purchased.

Supplies

Cost of printing and dissemination of Career Compass and other publications resulting from research. \$50,000

Contractual

University of Delaware \$838,204

All UD costs associated with conducting research and producing reports, including personnel, supplies, printing, postage for survey mailings, call center use, and other related cost are as follows:

Develop Occupation-Industry-Skill Matrix \$98,805

Two economists will be engaged in this task full-time over a period of three months. They will develop the occupation-industry-skill linkage to green activity which will provide input to the other four components of the entire project. This work will begin at the national level, extend down to Delaware's federal region, and link to OOLMI

Delaware-only occupational level matrix. A white paper will be published on the methodology and findings. Effort is estimated at 0.6 FTE annualized.

Develop and conduct business focus groups and survey \$213,509

Survey research professionals in conjunction with an economist with an understanding of labor markets will be responsible for developing and administering a survey to measure employer behavior with respect to hiring, training and need for green job skills in Delaware. Data will be collected from 600 businesses across two strata.

The task is expected to be completed over 6-9 months. They will first form several focus groups along green industry lines drawing on small and medium size firms identified by OOLMI using the results from task 1 above. The focus groups will be used to develop insights for the development of a survey instrument. This instrument will be used to contact a much broader universe of Delaware employers to better understand the developing market for green skills. The team will issue a report from the focus groups, a research report on the findings of the broader survey, and provide input for the training pipeline project which follows. These results will also be utilized in the project culminating modeling task. Effort is estimated at 0.8 FTE annualized.

Develop and conduct individual survey \$165,139

Data will be collected from 2,400 individuals across three strata based on counties in the state. An instrument will be developed capable of measuring individual attributes such as education, training, job skills, applicability of skills to green jobs, utilization of green skills in current employment, and other key attributes relevant to green jobs.

This task will require professionals from the survey research area, an economist, survey statistician, and the use of the call center. The task will be executed over a one year period gathering monthly samples following the model of the BLS current population survey. This approach will assist in dealing with the current volatile economic condition and look at green job skills overtime. In addition to the original data collection, the team will explore the monthly CPS data for Delaware utilizing a 3-year average approach for general trends that might be happening nationally and regionally around potentially green industries and occupations. The team will issue a report from the CPS analysis, a research report on the findings of the survey of labor force participants, and also provide input for the training pipeline project. These results will also be utilized in the project culminating modeling task. Effort is estimated at 0.6 FTE annualized.

Develop and conduct survey of education and training providers \$208,010

This phase of the project will collect information to assess the availability of education and training opportunities that increase the number of workers with green skills in

Delaware. Data will be collected from both public and private institutions and firms across the state.

This task will require professionals from the survey research area, and social scientists with connection to the education system in the state. The task will be executed over a 6 month period. During the first phase all secondary and post secondary institutions along with institutions offering continuing adult education in Delaware will be contacted. The institutional contacts will be asked to identify programs that have a component preparing their participants to work in green jobs.

A survey instrument will be developed to collect quantitative data on individual programs such as, number of applicants, number of admitted students, and number of graduates along with demographic characteristics of enrolled students. The key issues to be reviewed will be the capacity of existing programs and any gaps between the need and the training. The team will issue a research report on the findings of the pipeline survey. Effort is estimated at 0.8 FTE annualized.

Analysis and modeling of information

\$152,741

This phase of the project will tie together the data and information gathered through the first four tasks into a policy analysis for use by state leaders in planning for the current and future needs of the workforce and economic system. We will develop an understanding of the impact of green jobs on Delaware's economy, including demand for jobs, growth/decline within sectors, and outlook for the future.

This task will utilize the talents of three economists and public policy experts to tie together all of the results from the preceding work. They will be utilizing the Delaware REMI model to better understand the impact of the region and have access to data from the Delaware Population Consortium that annually produces 30-year population projections. The employment/occupation projection work using both REMI and the Consortium will also feed into work for DeIDOT and the Delaware Department of Education.

The team will issue a white paper on the modeling process, a research report on the modeling results, and a policy analysis report. Besides the dissemination of this information in written form, a policy forum will be held at the University of Delaware to provide an opportunity for state leaders and key stakeholders throughout the state to discuss research findings, policy implications and develop an action plan for the state. Effort is estimated at 0.7 FTE annualized.

Construction

None

Other

None

Leveraged Resources

Substantial resources will be leveraged for this initiative, including the collaboration of partners through the WIB, One-Stops, State Energy Sector Partnership, JobLink, Delaware Career and Technical Advisory Commission, colleges and technical training sites, Office of Economic Development and others. These groups will be part of the analysis of information and the dissemination of results, including using the data to focus their individual efforts on green jobs and green economy growth and disseminating information through numerous mechanisms to employers, job-seekers, education and training institutions, career counselors and others.

OOLMI will contribute oversight, management and participation in the project valued at approximately \$25,000.

Leveraged resources through The University of Delaware include: use of the REMI modeling system (the only complete econometric model of the Delaware region) valued at \$120,000; use of the Delaware Population Consortium data valued at \$75,000; use of the CATI Lab facilities and CADSR's internal computer system valued at \$20,000; use of facilities for focus groups and other meetings valued at \$3,000; oversight and management of the UD tasks valued at \$25,000. The total University of Delaware leveraged contribution is at minimum: \$243,000.